
MINUTES OF THE VESTRY
ST. MATTHEW'S EPISCOPAL CHURCH, HILLSBOROUGH, NC
April 21, 2020

Present: The Rev. Robert Fruehwirth, Rector; The Rev. Lisa Frost-Phillips, Associate Rector; Kim Powell, Director of Christian Education; Jehanne Gheith, Senior Warden; Jim Charton, Junior Warden; Jane Clunie; Maria Costello; Conrad Fulkerson; Dale Games; Vera Shanley; Beth Swain; Sonja Tilley; Dorothy Wood, Treasurer; Susan Alden, Clerk of the Vestry

Newly-elected Vestry Members: Elizabeth Hays, Steve Hutson, Blythe Thompson

The Rev. Fruehwirth called the meeting to order at 6:15 pm. We met remotely by Zoom due to diocesan and governmental recommendations for social distancing to slow the spread of Covid-19. The Rev. Frost-Phillips offered an opening prayer.

- I. Approval of Vestry Meeting Minutes from the March meeting and Vestry Approvals Prior to Meeting – All**
ACTION: Mr. Games motioned, Dr. Shanley seconded, and the Vestry voted to approve the March meeting minutes as written.
ACTION: Previously to tonight's meeting, the Vestry voted unanimously to approve the budget for 2020.
ACTION: Previously to tonight's meeting, the Vestry voted unanimously to approve a change to the Bylaws of St. Matthews providing that meetings of the Vestry can be held using remote technology such as teleconference or Zoom as necessary. Such meetings held will be considered valid as long as a quorum of the vestry members are participating.

II. General Vestry Check-In – All

Vestry members had prepared for the meeting by considering two questions:

- How are you and those you are living with? What has surprised you the most about this time?
- Reflect on the parish. From your phone calls, conversations, and observations:
 - a. What is there to celebrate? What have been our strengths?
 - b. What is most on your heart about the parish? What is calling for attention and care?

Each of the Vestry members shared their thoughts around these two questions. Some themes emerged and these are reported later in the minutes.

III. Clergy Reports – The Rev. Robert Fruehwirth and the Rev. Lisa Frost-Phillips

The Rev. Fruehwirth reports:

- This has probably been the most extraordinary time in St. Matthew's history since the Civil War. He is heartened that we have maintained strong attendance and have not had to furlough any employees.
- He is very appreciative of the staff. David Arcus, the Rev. Lisa Frost-Phillips, Kim Powell, Mary Rocap, and Pelham Jacobs have all been involved, active, flexible, and valuable during this time.
- One parishioner, Walter Wolfe, recently died, and another, Ed Eastman, has moved into hospice care.
- It has been an interesting time of creativity but also a time of existential exhaustion with new challenges constantly arising. He is curious to discover what learnings we will grow with as we move forward from the pandemic.

The Rev. Frost-Phillips reports:

- Recent weeks have indeed been a roller coaster, from dealing with the practical and mundane to the intense existential questions that are evoked.
- The Vestry calls have been so helpful both in terms of connection and in terms of attending to the needs of the church and keeping the clergy informed about critical news.
- The adaptations for Holy Week were generally successful. There were many positive comments about the home altars.

- People's gifts and willingness to share those gifts have been apparent. So many have stepped up to help others with technological issues regarding Zoom.
- The Easter flowers were planted on the grounds and await our return to the church property.
- Faith and the Arts sent a card and small financial gift to the artists who have performed at St. Matthew's. Those were meaningful to the recipients.

IV. Financial Report – Dorothy Wood

March financial reports are attached.

- Our finances are looking stable as of now. We will take a financial hit while we are not collecting the offering plate during services. However, we will also save some money on expenses during our socially distant time. Pledges are still coming in as expected. People who have experienced financial hardship should not feel pressure to complete their pledge if they are not able. We are fortunate to be part of a congregation that is generous, and people who are able to give will do so.
- We have completed 25% of the year. Currently our income is at 40% of the budget (partly because of surplus carried over from last year). Most expense categories are around 25% and some are even lower.
- The estate of Ellie Jackson, a former parishioner, donated \$1000 for undesignated use in honor of the Rev. Dr. Brooks Graebner. This donation was added to the building fund. The building is almost paid off, with just a small amount in arrears which will soon be paid.
- A generous donation of \$20,000 was recently made to the Rector's Discretionary Fund to go to needs of the community around us. There was already \$32,500 in the fund. The Rev. Fruehwirth will ask the Social Ministries Committee to determine how this total amount should be dispersed. This will happen in a staged manner, with thought and discussion. Through special gifts during the pandemic along with our budget funding of Social Ministries, it is likely that we will disperse \$50,000 this year through Social Ministries.
- Dr. Wood has appreciated the Rev. Fruehwirth's leadership and his facility with technology during these challenging times. His strengths in those areas serve St. Matthew's well.
- Ms. Tilley offered thanks that our nursery attendant, Jane Fischer, has continued to be paid.

VII. Junior Warden and Building Committee Report – Jim Charton

A Building Committee report from Jerry Workman is attached.

- We received the Certificate of Compliance on April 6, and it will serve as certificate of occupancy for the new Education Building. We still owe the builder about \$18,000, which will be paid when all punch list items are complete. The new building is now covered under the church's insurance policy.
- Recently the air conditioning unit for the Hayden Building kitchen was replaced. A repair was also made to the church organ. Total cost for both repairs was just over \$8000.
- We may want to consider sanitizing the church before we reconvene with services on campus. Mr. Charton has reached out to get recommendations for a company who could perform this service.
- Many thanks were offered by all to Mr. Charton for overseeing the completion of the Education Building!

VIII. Senior Warden Conversation – Jehanne Gheith

- Tonight's meeting is the final one for Jane Clunie, Dale Games, and Beth Swain. Many thanks to each of them for their service over the past three years. We will have a bigger, more personal celebration in the future when we are able to be together physically. Our new Vestry class – Elizabeth Hayes, Steve Hutson, and Blythe Thompson – are now official voting members.
- There has been a request from Dennis and Brigitte Hagerman to have their cremated remains buried in the Memorial Garden. **ACTION: Mr. Charton moved, Ms. Tilley seconded, and the Vestry voted unanimously to approve this request.**

- There has been a request from Ed Eastman to have his cremated remains buried in the Memorial Garden. **ACTION: Mr. Charton moved, Ms. Tilley seconded, and the Vestry voted unanimously to approve this request.**
- There has been a request from Jennifer and Meyrick Peak to have their bodies buried in the churchyard. **ACTION: Dr. Fulkerson moved, Mr. Charton seconded, and the Vestry voted unanimously to approve this request, noting that the location of the burial sites will need to be checked to determine if it will compromise trees. If so, alternate burial sites will need to be selected.**
- Liaison assignments will not be made tonight, because there are some overlaps in preferences and follow up will be needed. Vestry members are encouraged to be flexible about their first and second choices.
- Ms. Swain did not have the opportunity to do her cameo, and Dr. Fulkerson is scheduled to do the next one. We are exploring a way to do these digitally.
- A summary of the Vestry's Review of the Vestry Leadership Ministry was compiled by Bill Kodros and was emailed to vestry members today. We will discuss this at a later time.
- Dr. Gheith is appreciative of all of the Vestry members and has enjoyed working with everyone.
- The Rev. Fruehwirth is charged with nominating the Senior Warden for the coming year. He would like to nominate Dr. Gheith to serve as Senior Warden again. Mr. Charton has agreed to continue to serve as Junior Warden for another year as well. Dr. Gheith and Mr. Charton recessed to a Zoom breakout room so there could be discussion. **ACTION: Ms. Tilley moved that we accept Dr. Gheith as Senior Warden and Dr. Fulkerson seconded. Dr. Gheith was unanimously ratified.** There were no further nominations for Junior Warden. **ACTION: Dr. Shanley moved that Mr. Charton be approved as Junior Warden. Ms. Hayes seconded, and the Mr. Charton was unanimously approved.** Dr. Gheith and Mr. Charton were welcomed back into the group. They were thanked by the Rev. Fruehwirth for their service over the past year and their willingness to continue in their roles for the coming year.

IX. Concluding Conversation: Priorities for the Next Four Weeks – The Rev. Fruehwirth, the Rev. Frost-Phillips, and Jehanne Gheith

- What is key about the forward moving of the parish over the next several weeks and months? We are beginning to imagine emerging from this situation at some time in the future. The change will not occur all at once, and it will likely be partially locally determined.
- Some of our programs are going well, but there has been a loss of momentum in other areas. Initially there will also continue to be a need for some amount of social distancing. We will have to determine our priorities.
- As Vestry members shared their reflections earlier in the meeting, the Rev. Frost-Phillips noted the theme of community, of new and different connections. Honesty and authenticity have emerged over the past weeks in a way that perhaps was less available before. There is also deep concern for outreach to the larger community and issues of inequity. There are concerns about finance and stewardship. There is some relief with a simpler way of life, yet also incredible stress dealing with the new normal. What is the long view as we move forward? We must plan for an unknown world – practically, spiritually, and emotionally.
- Dr. Gheith seconds the thoughts of the Rev. Frost-Phillips while also recognizing that for some people things have not been simpler but even busier and more complicated. We must consider how to integrate parishioners who have not engaged through technology. She highlights gratitude for the Rev. Fruehwirth and the Rev. Frost-Phillips. She also notices that for many, there is a missing of sacred space. This should be acknowledged when and however we move back into it.
- The Rev. Fruehwirth notes four learnings that we do not want to lose moving forward over the next year:
 1. We must commit to using this opportunity to explore the inequities in our society.
 2. We will look for ways to continue sharing with greater vulnerability and humility, both on and offline.
 3. We will pursue strengthened IT across the campus and continue the use of video conferencing for pastoral care, small group formation, and extension of worship services to shut-ins.

4. We will focus on supporting parishioners in home-based spiritual practices and cultivating rest and sabbath.

Two programmatic decisions:

1. We should continue to be attentive to phone calls, especially for newcomers and those not attending by Zoom.
 2. The Rev. Fruehwirth would like to convene a discernment committee to look at the different issues and decisions to be made over the coming weeks. Joining him on this committee will be the Rev. Frost-Phillips, Dr. Gheith, Mary Rocap, and possibly a few additional people. The Vestry offered support for this committee to form and begin thinking about the future. With the pastoral and practical complexities of restarting physical church, we must carefully consider which programs should have priority as we begin. And we must acknowledge that people will be coming back in at different levels of comfort.
- Dr. Fulkerson noted that it is positive and important that the Rev. Fruehwirth is tackling these challenges in a collaborative, intentional, thoughtful manner. The Rev. Fruehwirth plans to communicate progress with the parish at large.
 - Dr. Gheith noted that we will not be "starting" church again, because we have been having church all along. Instead we will reconvene as the physical body of the church.
 - The Rev. Fruehwirth will convene the discerning group to consider next steps, and the Vestry will get updates and revisit these issues at the May meeting.

IX. Closing Prayer

- The next meeting of the Vestry will be May 19th. It will likely take place on Zoom, and it will start at 7:00 unless otherwise notified.
- Dr. Gheith offered a closing prayer and a quote from St. Francis of Assisi. The meeting was adjourned at 8:30 p.m.

Respectfully submitted,



Susan Alden
Clerk of the Vestry

sra

Attachments: March financial reports, Building Project Update

ST. MATTHEW'S EPISCOPAL CHURCH
MONTHLY FINANCIAL SUMMARY FOR MARCH 2020

GENERAL FUND BUDGET

BUDGET INCOME SUMMARY ITEMS:		2020 BUDGET	MONTH OF March	YR 2020 TOTAL	% of Budget	NOTES/COMMENTS
1	PLATE/GIFT OFFERINGS	50,000	894	10,204	20%	
2	LATE 2019 PLEDGES	7,227	0	7,227		
3	CURRENT YR PLEDGES	436,104	28,860	171,249	39%	
4	FEES & MISC INCOME	3,100	600	625	20%	
5	CARRYOVER CASH FROM 2019	20,000		20,000	100%	
6	Total Budget Income:	516,431	30,354	209,305	41%	
7						
8						
9	OUTREACH EXPENSES:					
10	DIOCESAN ASKING	55,681	4,640	13,920	25%	
11	FOOD FOR ALL	300	30	30	10%	
12	OUTREACH PLEDGES	13,200	0	0	0%	Vestry designates
13	DISCRETIONARY OUTREACH	11,500	2,500	(8,994)	0%	
14	INTERNATIONAL OUTREACH	3,430	0	0	0%	Social Ministries Committee designates
15	Total Outreach:	84,111	7,170	4,956	6%	
16						
17	MAINTENANCE & IMPROVEMENT:					
18	SEXTON & CUSTODIAN	34,280	2,773	8,320	24%	
19	REPAIRS/MAINT/SUPPLIES	9,500	1,175	1,599	17%	
20	CHURCH UTILITIES	16,460	1,057	3,518	21%	
21	RECTORY UTILITIES	3,900	394	1,187	30%	
22	PROPERTY INSURANCE	8,216	0	2,054	25%	
23	INSURANCE CLAIMS		0	0		
24	Total Maint & Improv:	72,356	5,399	16,678	23%	
25						
26	CLERGY SUPPORT EXPENSES:					
27	RECTOR	97,490	7,828	23,392	24%	Sal, Prof Exp, Trv, Pens, Med Ins, CE, Sab
28	ASST. RECTOR	52,633	4,225	12,590	24%	Salary, Prof Exp, Trvl, Pension, CE
29	SUPPLY PRIESTS	1,400	0	150	11%	
30	Total Clergy Support:	151,523	12,053	36,132	24%	
31						
32	ADMINISTRATIVE EXPENSES:					
33	WORKERS COMP	2,880	64	217	8%	
34	SECRETARY	28,406	2,367	7,102	25%	Salary + Pension
35	FINANCIAL SECRETARY	9,548	796	2,387	25%	
36	SUPPORT PERSONNEL	2,000	218	1,414	71%	
37	STAFF SS/TRAVEL/HEALTH IS SUPPORT	20,358	1,667	5,003	25%	
38	AUDITOR	2,500	0	0	0%	
39	COMMUNICATION	23,650	4,360	6,529	28%	Phone, Postage, Off Exp., Off Supl, Misc
40	Total Admin. Expenses:	89,342	9,472	22,651	25%	
41						
42	CHRISTIAN ED. PROGRAM EXPENSES:					
43	NURSERY PROGRAM	6,600	900	1,300	20%	
44	EDUCATION PROGRAMS	47,070	2,871	8,422	18%	
45	DIOCESAN CONVENTION	1,000	0	0	0%	
46	Total CE Program Expenses:	54,670	3,771	9,722	18%	
47						
48	WORSHIP EXPENSES:					
49	MUSIC PROGRAM	43,639	4,778	11,606	27%	Choir Dir, Orgnst, Spcl Musicns, Supl, misc
50	ALTAR GUILD'S EXPENSES	900	41	159	18%	
51	WORSHIP SUPPLIES	800	0	0	0%	
52	FELLOWSHIP & SPECIAL EVENTS:	2,500	302	412	16%	Fellowship, Spcl Events, Patrl Receptions
53	Total Worship Expenses:	47,839	5,121	12,177	25%	
54						
55	Total Budget Expenses	499,841	42,986	102,315	20%	
56						
57	NON-BUDGETED DISCRETIONARY FUNDS					
58						
59	NET BUDGET INCOME (Income - Expense)	16,590	(12,633)	106,990		

ST. MATTHEW'S EPISCOPAL CHURCH
NON-BUDGET FINANCIAL INFORMATION FOR MARCH 2020

NON-BUDGET FINANCIAL STATUS INFORMATION AT MONTH-END

			NOTES/COMMENTS
1	FIRST HORIZON CHECKING ACCOUNT BALANCE <small>(Operating + Custodial account balance)</small>	\$324,074	
2	OPERATING ACCOUNT BALANCE	\$168,162	
3	CUSTODIAL ACCOUNT BALANCE <small>(Pass-through funds and Reserve funds)</small>	\$155,912	
6	CD'S:	\$7,453	
	CD (Outreach endowment) \$7,453		
7	DIOCESE-MANAGED ENDOWMENT VALUE:	\$838,298	(Churchyard + Murphy + Undesignated)
8	VALUE CHANGE SINCE LAST MONTH	\$0	
9	VALUE CHANGE SINCE START OF YR	\$42,435	

Building Project Update

January 12, 2019

Good news on the new building! We have a Certificate of Compliance, issued on April 6. This also serves as a certificate of occupancy, so we can move into the building! The timing is a bit ironic when we can't gather to meet now, but when we all return to the campus of St. Matthews, this new building will be officially part of it.

We paid the final in-situ invoice in February, and the last payment to landscape architect David Swanson in March (passed through in-situ).

Summit Engineering sent the final invoice for \$23,190 on April 2 to cover the fire hydrant installation.

The Kennedy Building Company contract has the following amounts left to be invoiced and paid:

- Remaining commitment from original contract: \$17,280.28
- Edging on the stepping stone path in front (change order): \$ 517.50
- Change order for screening planting near street: unknown \$, but KBC has indicated that these plantings will cause them to exceed the original landscaping allowance. I expect this change to be on the order of a few hundred dollars.

I will be contacting Russell for a final walkthrough of the building for the items remaining on the punch list.

Jerry Workman
Building Committee Chairman